



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED (Including HAS Probationary Employees)
Job Classification	Environmental Investigator III
Posting Number	PN# 103385
Department	Houston Airport System
Division	Operations Services
Section	Environmental
Reporting Location	7800 Airport Blvd. *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Implement and monitor programs pertaining to hazardous spills, hazardous material handling and disposal, petroleum storage tanks with emphasis on storm water issues to include record keeping and compliance inspections. Lead internal environmental audit process. Assist in the design and manage the delivery and implementation of environmental programs which ensure environmental compliance with appropriate regulations and internal policies and procedures. Direct planning, response, and recovery operations for environmental related emergency situations and coordinate review of response and relevant plans. Assistant the implementation and improvement of the Environmental Management System. Participate in audits of the Management System on a scheduled basis. Stay informed of current and new environmental regulatory requirements and other guidelines considered for implementation. Communicate significant regulatory and technical information to appropriate HAS personnel. Provide training to airport personnel and tenants. Other duties may be assigned

WORKING CONDITIONS

Performing these duties will involve: making simple gross motor movements; operating city vehicles; discretion about standing and sitting in an office environment; occasional exposure to inclement weather, and airport noise; walking over rough surfaces; and lifting up to forty (40) pounds. Must be willing and available to work all shifts, including rotating, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Chemistry, Biology, Environmental Science, Environmental Health Engineering or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of related environmental experience.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2).

PREFERENCES

Strong interpersonal, organizational, and communication skills; able to work independently to plan, create, & implement; effective process challenge skills; and experience with Microsoft Word and Excel.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20	
\$1,362.00 - \$1,574.00 Biweekly	\$35,412.00 - \$40,924.00 Annually

OPENING DATE

MARCH 9, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer